MINNESOTA ACCOUNTING AND PROCUREMENT SYSTEM
PAYMENT OF SALES TAX

Agency:_____   Contact:_____   City:_____   Date:_____

Vendor Number	Order number	Invoice Amount	Correct State Tax	State Tax Paid	Amount To Be Paid	% Due MN	Correct Local Tax	Local Tax Paid	Amount To Be Paid
Vendor Name	Invoice #								
City/State	Reason why this tax has not been paid						Item or Service paid for		
1									
2									
3									

Accounting (same as original payment):
 Seller Account Info: PV2; Fund - 612; Agency - G9R; Org- 0000; Balance Sheet Account: State - NN71; Cook County - NN72; Duluth - NN73; Mpls - NN74;
 Rochester - NN75; St. Paul - NN76; Mankato - NN77

TOTAL TO BE PAID: State $_____   Local $

Accounting or Line Details: Default ∀   Increase !   Decrease ∀

FY	FUND	AGY	ORGN/SUB	APPR	ACTV	OBJT/SUB	REPT CATG	JOB/PROJECT	State Amount	NN	Local Amount

State tax PV2 Doc ID _____   Local tax PV2 Doc ID_____

Instructions For Form FI-00572-01
Payment of Sales Tax

This form is used to pay sales tax. (Refer to MAPS Policy & Procedure 0807-01 -- Sales Taxes on State Agency Payments for more information.) It is not necessary to submit this form to DOF. Agencies should retain this form for auditing purposes. Three accounting lines are provided--attach additional sheets, as necessary.

Agency: Enter the requesting agency's name.
Contact: Enter the name of the person authorizing the payment.
City: To determine applicable local taxes.
Date: Date of request.

Vendor Number, Name, City, and State: Enter the vendor number on the first line, the vendor name on the second line, and the vendor's city and state on the third line.

Document ID Invoice #: For payments made through the procurement component of MAPS enter the purchase order number and the vendor's invoice number. For payments processed through the accounting component of MAPS, enter the Payment Voucher (PV) Document ID.

Payment Amount: Enter the amount of the payment for which the sales tax should have been paid.

Correct State Tax Amount: Enter the amount of state sales tax that should have been paid.

State Tax Amount Paid: Enter the amount of state sales tax that was actually paid.

Amount To Be Paid for State Tax: Subtract the State Tax Amount Paid from the Correct State Tax Amount.

% Due MN for variable rate purchases only: If tax should have been paid at a reduced rate, enter the percentage rate at which tax will be paid.

Correct Local Tax Amount: Enter the amount of local sales tax that should be paid.

Local Tax Amount Paid: Enter the amount of local sales tax that was actually paid.

Amount To Be Paid for Local Tax: Subtract the Local Tax Amount Paid from the Correct Local Tax Amount.

Reason why this tax has not been paid: (See Common Reasons below)

What we ordered/paid for: Be specific, some commodity codes are very general

COMMON REASONS

∃Used wrong commodity code
∃Tax default not correct
∃Tax not paid, variable rate tax applicable
∃Other (use attached explanation if necessary)

Accounting: The accounting information should be the same as the original payment. If you have three payments that were charged to the same accounting distribution, only one accounting line is necessary.

Seller Account Information: Enter the seller account information shown. Finance will transfer the money from the G9R account to the Department of Revenue each month during the normal payment of sales tax.

Total To Be Paid: Enter the total of the Amount To Be Paid in the columns for state and local taxes. This is the total amount of the payment on your PV2 header.

FY: Enter the 2-digit fiscal year of the expense budget to be charged for the payment of sales tax.

FUND: Enter the 3-character fund code of the expense budget to be charged for the payment of sales tax.

AGENCY: Enter the 3-character agency code of the expense budget to be charged for the payment of sales tax.

ORGN/SUB: Enter the 4-character organization code of the expense budget or lower level reporting organization to be charged for the payment of sales tax. Include the 2-character sub-organization, if used.

APPR: Enter the 3-character appropriation unit of the expense budget to be charged for the payment of sales tax.

ACTV: Enter the 4-character activity code to be charged for the payment of sales tax.

OBJT/SUB: Enter the 4-character object code to be charged for the payment of sales tax. Include the 2-character sub-object, if used.

REPT CATG: Enter the 4-character reporting category to be charged for the payment of sales tax.

JOB/PROJECT: Enter the 8-character job or project/job code to be charged for the payment of sales tax.

STATE AMOUNT: Enter the total amount of state sales tax to be charged to each accounting line.

NN: Enter the BS Account number for local taxes to be charged to each accounting line. (Example: >74' for Mpls, >76' for St. Paul.)

LOCAL AMOUNT: Enter the total amount of local sales tax to be charged to each accounting line.